



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

This public document was published at a total cost of \$.32. Two copies of this public document were published in this 1st printing at a cost of \$.32 each. The total cost of all printings of this document including reprints is \$.64. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2013-035

DATE: December 12, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved changes to Civil Service Rules 1.27, 10.1, 10.7, 17.2, 17.12, 22.3, 22.9, 23.3; and to repeal rules 1.15.1.2, 22.5(b) and 23.5(b)(3).

At its General Business meeting held on Wednesday, December 11, 2013, the State Civil Service Commission adopted proposed amendments to Civil Service Rules 1.27, 10.1, 10.7, 17.2, 17.12, 22.3, 22.9, and 23.3. The Commission repealed Civil Service Rules 1.15.1.2, 22.5(b), and 23.5(b)(3). All of these rules are effective December 11, 2013.

The Commission also amended Rules 6.14, 6.12.2, and 17.14. The Commission adopted Rule 6.8.2 and the Commission repealed 6.15(f) and 17.16. However Rules 6.14, 6.8.2, 6.15(f) and 6.16.2 must be approved by the Governor. Since rules 17.14 and 17.16 are related to changes to Chapter 6 rules, all of these will become effective upon signature of the Governor of the Chapter 6 rules. A separate general circular will be issued upon receipt of the Governor's approval.

The rules effective December 11, 2013 are attached.

Sincerely,

Shannon S. Templett
Director

Chapter One Changes

1.15.1.2 Repealed effective December 11, 2013.

1.27 'Promotion' means a change of a permanent status employee to a different position allocated to a higher job.

Chapter Ten Changes

10.1 Performance Evaluation System; Required Components

(a) The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Evaluation System is effective July 1, 2012, and applies to all classified employees except for those serving as a classified When Actually Employed (WAE) employee. The performance evaluation System shall consist of at least the following components:

10.7 Official Performance Evaluations and Evaluation Sessions

(a) Official performance evaluations are required for all classified employees except those serving as classified WAE employees. The Evaluating Supervisor shall base the official evaluation of the employee's performance on the work task and behavior standards as stated on the performance planning and evaluation form.

Chapter Seventeen Changes

17.2 Plan Submittal and Approval

A written plan for a layoff avoidance measure shall be submitted to the Director for approval in accordance with these rules prior to the effective date of implementation of the plan. A written plan for a layoff shall be submitted to the Director at least sixteen (16) calendar days prior to the effective date of the layoff. The appointing authority shall certify that the agency does not have sufficient funds to continue current operations without implementation of a layoff or layoff avoidance measure. The Director may:

17.12 Layoffs Involving Permanent Employees

This rule applies to layoffs of permanent employees.

(a) As soon as it is determined that a layoff will be necessary, the appointing authority shall make a reasonable attempt to notify all employees who

may be affected that a layoff plan may be submitted to the Director. This shall be considered the general notice of impending layoff and shall be separate from the individual notification process required in Rule 17.12 (c).

- (b) A written plan shall be submitted to the Director for consideration at least sixteen (16) calendar days prior to the effective date of the layoff.
- (c) Employees who may be relocated or laid off shall be notified as follows:
 - 1. The appointing authority shall provide in writing to each employee an individual notice of impending layoff action and a copy of the proposed plan which the agency submitted to the Director.
 - 2. Each employee shall have the right to comment in writing to the Director regarding the proposed layoff plan. The comment period shall end five (5) calendar days after the last employee has received the individual notice of impending layoff action. Neither the Director nor the Commission shall approve any layoff plan before the comment period expires.
 - 3. During the comment period, the Director may require the appointing authority to make changes to the layoff plan. If any changes to the plan are made, the appointing authority shall provide a copy of the revised plan to each employee. The Director or the Commission shall have the discretion to mandate another comment period, during which employees shall have the right to comment in writing according to subsection (c)(2) of this rule. Neither the Director nor the Commission shall approve any revised layoff plan before the comment period expires.
- (d) Upon Director or Commission approval of the layoff plan, the appointing authority shall provide in writing to each employee to be relocated or laid off a final notice of layoff action and a copy of the Director's approval letter.
- (e) The effective date of the layoff shall not occur before six (6) calendar days following the date that the last employee has been given final notification of the layoff or relocation action.
- (f) The individual notice of impending layoff action and the final notice of layoff shall be proved to the affected employees in accordance with the provision of Rule 12.8.1.
- (g) The Director may establish handbook procedures related to the notification process in the layoff rules.

Chapter Twenty-two Changes

22.3 Public Announcement of Job Vacancies

- (b) A vacancy may be filled without public announcement in the circumstances listed below:

12. Appointment to Nurse Technician for applicants hired as Registered Nurse 1 or Registered Nurse 1-Student Health that are required to re-take the State Board of Nursing examination.

22.5 Minimum Qualifications

(a) The Director shall establish Minimum Qualifications which shall be included in the job specification for each classified job. Appointees must meet the Minimum Qualifications for the job unless exempted under provision of Rule 22.5(e), 23.12, 23.13(a), or 5.8. The Director may order the separation of any non-permanent employee who does not meet the Minimum Qualifications.

(b) Repealed – effective December 11, 2013.

22.9 Certificates of Eligible

(d) The appointing authority shall determine the effective date of the appointment from the certificate, but in no case shall the effective date be prior to the day following the closing date of the announcement or prior to the time the employee began work.

Chapter Twenty-three Changes

23.3 Probational Appointment

(a) Probational appointments may be made without the use of a certificate:

1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
2. For out-of-state vacancies under Rule 22.8(b).
3. Repealed – Effective December 11, 2013
4. By reemploying a former employee under Rule 23.13.

(b) When a vacancy is filled by probational appointment, such appointment shall be for a probationary period in accordance with Chapter 9 of these Rules.

23.5 Job Appointment

(b) Job appointments may be made without the use of a certificate:

1. Of a State Vocational Rehabilitation or a State Blind Services program client under Rule 22.8(a).
2. For out-of-state vacancies under Rule 22.8(b).
3. Repealed – Effective December 11, 2013.
4. By reemploying a former employee under Rule 23.13.
